

~~SECRET~~

CONFIDENTIAL

7 APR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

25X1

Director of Information Services

SUBJECT: OIS Weekly Report (31 March-6 April 1982)

25X1

Classification Review Division

The two-man team scheduled to visit the Truman and Eisenhower Libraries later this month met with Ms. Brenda Reger of the National Security Council (NSC). The purpose of the meeting was to obtain her views on the security of the Libraries' materials and generally to coordinate the effort with NSC which also has special interest in the material.

25X1

CRD reviewed a total of 1,473 CIA documents (9,262 pages) and declassified 4.1 percent. An additional three non-CIA documents (3 pages), one Department of State galley proof (265 pages), three manuscripts (187 pages), and seven miscellaneous documents (96 pages) were also reviewed.

25X1

Records Management Division

The DCI Records Management Officer and an RMD officer met to review the O/DCI records control schedule. The new schedule will combine into one the previous separate schedules for O/DCI, O/DDCI, AO/DCI, Executive Registry, History Staff, and the committees that report to the DCI or DDCI. The schedule for the Office of External Affairs, which combines the schedules of the former Offices of Legislative Counsel and Public Affairs, also was reviewed. Work on the Office of Personnel schedule continued.

25X1

The fourth RAMS (Records Center and Archives Management System) workshop was completed during the reporting period. Formal user training for the RAMS Reference Service Subsystem is now completed. During the four workshops, 28 employees from components throughout the Agency have been trained.

25X1

RMD representatives met with the Office of Data Processing to discuss ISCADS (Top Secret Control Automated Data System) procedures. They also met with representatives of the Office of Central Reference, Document Library Division, to discuss control and accountability of collateral Top Secret documents.

25X1

25X1

CONFIDENTIAL
~~SECRET~~CONFIDENTIAL when separated
from background.

~~SECRET~~

CONFIDENTIAL

Regulations Control Division

RCD's workload of regulatory issuances was reduced slightly to a total of 128 active jobs during the past week as RCD carried out 32 actions on issuances.

25X1

Issuances of general interest in process this week include a notice announcing the appointment of Lincoln Gordon as a National Intelligence Officer at Large

25X1

25X1

Information and Privacy Division

A separate report is attached.

25X1

25X1

Attachment:
As stated

EXO/OIS: (7 Apr 1982)

25X1

Distribution:

- Original & 2 - Addressee w/attachment
- 1 - C/CRD w/attachment + background
- 1 - C/IPD " "
- 1 - C/RMD " "
- 1 - C/RCD " "
- 1 - D/OIS Subject w/attachment + background
- 1 - D/OIS Chrono w/o

CONFIDENTIAL

~~SECRET~~